

State of Michigan
Services Worker Support System (SWSS) Deficiencies Project – Part 1
Requirements Specifications Document 3 of 4

General Information

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Author(s):	Mary Ann Jensen, DHS Services Program Office Lead Cynthia Eberhard, Services Program Office, Child Protective Services Lead	MDIT Authorized by:	Dan Klodt
Agency Sponsor:	Terry Salacina	MDIT Executive:	Nancy Presocki

Privacy Information

This document may contain information of a sensitive nature. This information should not be given to persons other than those who are involved in the SWSS Deficiencies Project – Part 1 project or who will become involved during the lifecycle.

Change Control

The following information is being used to control and track modifications made to this document.

Revision Date	Author	Section(s)	Summary
7/30/2008	Mary Ann Jensen	Cover page, Sections 2, 4	Corrections as a result of Requirements Definition Stage Exit Walkthrough
9/9/2008	Mary Ann Jensen, Kim Chapin	Section 4	Corrections as a result of second Requirements Definition Walkthrough

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1. Project Scope

Project Scope for SWSS Deficiencies – Part 1:

Documented deficiencies in Services Worker Support System for Foster Care, Adoption, and Juvenile Justice programs (SWSS FAJ), and particularly the Case Management System (CMS) function, will be resolved by **adding the following functions:**

1. The ability to create reports for the court will be added to FAJ for situations where the Service Plan is unacceptable (as a court report) to the court.
2. The ability to add amendments to Service plans will be added to FAJ to support the rare instance(s) when a Service Plan needs to have information added after it has been approved and imaged on the database.
3. The ability to copy narratives between siblings in a Companion Group will be added to the Placement function in FAJ.

Documented deficiencies in SWSS FAJ, and particularly the CMS function, will be resolved by **changing the following functions:**

1. The current spelling check software will be replaced with the product, Wspell, in the entire SWSS application.
2. The ability to access the Tickler function will be reinstated as a submenu function under the Sections main menu option.

SEM (Systems Engineering Methodology) will be used to plan, monitor, and complete each stage of the project.

Project Scope for this requirements document (3 of 4) is limited to the replacement of the current spelling check software with the Wspell as listed in Item #1 of Project Scope, above. The remaining Business Requirements are in separate documents.

2. Project Objectives

The following are the objectives of the project:

1. Correct the current program code to resolve the deficiencies that currently exist (within the scope of the charter) which will result in workload reduction, program integrity, and reduction of program errors.
2. Implement process to create Court Reports
3. Implement the ability to amend Service Plans after they have been approved and imaged
4. Implement ability to share placement narrative among siblings in a Companion Group
5. Incorporate the Wspell product into the SWSS FAJ application to check spelling as it is typed and to check spelling at end of a narrative.
6. Make Ticklers available as a sub-menu choice on the menu bar under Sections.

Project Objectives for this requirements document (3 of 4) is limited to the replacement of the current spelling check software with the Wspell as listed in Item #5 of Project Objectives, above. The remaining Business Requirements are in separate documents.

3. Requirements Analysis Technique

Requirements created by Policy Office.

4. System Requirements

The business requirements in this document are additions being made to the existing business function of detecting and correcting spelling errors in textual information in SWSS FAJ and SWSS for Child Protective Services (CPS).

Much of the information entered in SWSS FAJ or SWSS CPS is standard for each child. But some information cannot be chosen from a list and needs to be entered as comments or freeform text. Information chosen from a list will always be correctly spelled. But freeform text needs software that can detect spelling errors.

This business requirement is to add software that will check spelling of these narratives using two different methods. In the first method, the spelling is checked while the information is being typed in. In the second method, the user chooses to perform a spelling check at any time after typing.

The detailed requirements follow in the Section 4.1 Functional Requirements. In order to make these changes and additions more understandable, the existing business requirements for are included (when available). The additions and changes in this SWSS Deficiencies Project are presented in **bold type**.

4.1 Functional Requirements

In the following matrix, anything that has been bolded is a new requirement. Anything written in italic, has a correction made to it.

Note on requirement numbering: to follow both SEM standards and the existing SWSS documentation numbering scheme, each existing SWSS user requirement has its original requirement number preceded by the SEM section number of 4.1. Thus, SWSS original requirement number 1.1 is now requirement 4.1.1.1 in this document. The name of each SWSS FAJ/CPS module will be given in ***bold italics*** preceding the spell check requirements for that module. Since the spelling check requirements are identical for every module and narrative text entry, the business requirement will be listed once at the beginning of the requirements. Following that will be the module name and narrative text entry names to which this requirement applies.

Status: A=Approved, R= Rejected, N= New, C= Completed

Priority: R= Required, E= Effectively improves business process, N= Nice to have

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.1.1	Provide the ability to identify and correct spelling errors in textual information.	R	Mary Ann Jensen	A	
4.1.1.1.1	Provide the ability to automatically check for spelling errors while text is being entered.	R	Mary Ann Jensen	A	
4.1.1.1.2	Provide the ability to choose to check for spelling errors.	R	Mary Ann Jensen	A	
4.1.1.1.3	Provide the ability to identify/highlight spelling errors in textual information.	R	Mary Ann Jensen	A	
4.1.1.1.4	Provide suggested spellings for words identified as in error.	R	Mary Ann Jensen	A	
4.1.1.1.5	Provide the ability to add words to the dictionary of correctly spelled words.	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Child Information</i>				

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Module				
4.1.CI.1.6.61.5.1	Describe the current status of the child including:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.1	Emotional and physical development	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.2	Behavior (for the ISP, include past experiences and problems)	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.3	Relationship with siblings, if applicable	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.4	Relevant medical, dental, and vision information	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.5	Hobbies, likes and Dislikes, etc	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.1.6	Significant events since the last assessment (for USP or PWSP)	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.61.5.2	Provide the ability to identify and correct spelling errors in textual information about current status of child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.CI.1.6.69	Medical Information of the child	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.1	Mechanism to view the child's medical, dental and optical visits	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.1.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.2	Mechanism to add visits	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.2.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3	For each visit entered, require the following information:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3.1	Medical provider	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3.2	Reason for visit	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3.3	Treatment	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3.4	Visit date	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.3.5	Visit type	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.4	Mechanism to update visits	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CI.1.6.69.4.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.5	Mechanism to delete visit	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.5.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.6	Last physical exam	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.6.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.7	Last dental exam	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.7.1	FC/JJ cases only	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.8	Mechanism to print Medical/Dental Visit Summary	R	Mary Ann Jensen	A	Pre-SEM
4.1.CI.1.6.69.9	Provide the ability to identify and correct spelling errors in textual information about medical status of child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Legal module</i>				
4.1.LE.1.2.30	There must be a mechanism to record and save comments.	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.31	Provide the ability to identify and correct spelling errors in legal comments. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.1	Best interest of the child to proceed with termination:	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.1	If Yes, narrative box	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.1.1	Provide the ability to identify and correct spelling errors in comments justifying why it is in the best interest of the child to terminate the parent(s) legal rights. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.2	Hearing Outcomes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.3	Court Order Requirements	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.LE.1.2.41.3.1	Provide the ability to identify and correct spelling errors in court order requirements. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.4	Recommendations for court order content for next hearing.	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.4.1	Provide the ability to identify and correct spelling errors in comments recommending content for next hearing. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.5	Permanent Wardship.	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.5.1	Attitudes regarding termination of parental rights and adoption	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.5.1.1	Provide the ability to identify and correct spelling errors in comments describing attitudes regarding termination of parental rights and adoption. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.5.2	Possibility of adoption by kinship network or foster parents.	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.5.2.1	Provide the ability to identify and correct spelling errors in comments describing the possibility of adoption by kinship network or foster parents. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.LE.1.2.41.5.3	Preparation of child for adoption	R	Mary Ann Jensen	A	Pre-SEM
4.1.LE.1.2.41.5.3.1	Provide the ability to identify and correct spelling errors in comments describing the preparation of child for adoption. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Placement Information module</i>				
4.1.PL.1.6	Placement data screen	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PL.1.6.11.1	Mechanism to add comments to the Independent Living Agreement	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.6.11.1.1	Provide the ability to identify and correct spelling errors in comments added to the Independent Living Agreement. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	? Not in Mary Ann's doc
4.1.PL.1.6.14	Mechanism to add comments	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.6.14.1	Provide the ability to identify and correct spelling errors in comments. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.1.11	Narrative Tabs	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1	Placement Information Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1.1	The following must be addressed:	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1.1.1.1	Describe the foster parent/relative's willingness and capacity to meet the specified needs on this child, and	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1.1.1.2	Why the current placement is in the child's best interests	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1.2	There must be an Enter/Update narrative button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.1.2.1	Provide the ability to identify and correct spelling errors in narrative about the placement. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.1.11.2	Placement Selection Criteria Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1	Mechanism to rank the following and to indicate if the criteria for each was met; if not met, mechanism to gather narrative regarding the reason why.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.1	The case plan which includes the	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	goal of permanence		Jensen		
4.1.PL.1.11.2.1.1.2	The physical, emotional, educational, and safety needs of the child(ren)...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.3	Proximity to the child(ren)'s family	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.4	<i>Placement with relatives of the child(ren).</i>	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.5	Placement with siblings of the child(ren).	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.6	The child(ren)'s and child(ren)'s family's religious preference.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.7	The least restrictive, i.e., most family like setting.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.8	The continuity of relationships.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.9	Availability of placemen resources for the purposes of timely placements.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.1.1.10	Expressed preferences for placement by the foster child.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.2.3	Provide the ability to identify and correct spelling errors in narrative about placement selection criteria. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	? Not in Mary Ann's doc
4.1.PL.1.11.3	Discipline/Supervision Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.1	The following must be addressed:	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.1.1.1	Describe the discipline and child handling techniques to be used while the child is in placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.1.1.2	Describe the plan of supervision for the child while in placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.1.1.3	Describe the plan for acceptable activities for the child such as babysitting, routine household tasks, privileges, etc.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.1.1.4	<i>If the youth is age 14 or older, detail the independent living preparation activities the foster parent/relative will provide to assist the youth.</i>	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.2	There must be an Enter/Update	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	narrative button that, when selected, will pop-up a screen to enter narrative.		Jensen		
4.1.PL.1.11.3.2.1.1	If the placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.3.3	Provide the ability to identify and correct spelling errors in narrative about discipline/supervision of the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.1.11.4	Replacement Information Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.4.1	<i>Briefly identify the reason for replacement or termination from family foster care. Include a summary of services provided to the child and any continuing need for services.</i>	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.4.4	Provide the ability to identify and correct spelling errors in narrative about discipline/supervision of the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.1.11.5	Replacement Preparation Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.5.1	Briefly identify child's physical and emotional state at the time of placement	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.5.2	Briefly identify how the child and foster parent were prepared for the move.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.5.3	Briefly describe the current medicine and/or special medical instructions given to the foster parent/ kinship caregiver relative at the time of placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.5.4	Provide the ability to identify and correct spelling errors in narrative about replacement preparation of the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PL.11.6	Replacement Reasons Tab.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.6.3	Was termination from family foster care explained to all parties (yes/no)	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.6.3.1	If no, mechanism to enter reason why not	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.6.3.1.1	Provide the ability to identify and correct spelling errors in narrative about unplanned termination of placement of the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	? Not in Mary Ann doc
4.1.PL.1.11.6.4	If termination is unplanned, summarize the reasons and circumstances surrounding the termination.	R	Mary Ann Jensen	A	
4.1.PL.1.11.6.4.1	Provide the ability to identify and correct spelling errors in narrative about unplanned termination of placement of the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	Changed from 1.11.6.5
4.1.PL.1.11.8	DOC Justification Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.8.1	If the foster parents are receiving a Determination of Care Supplement, describe the activities that justify this supplement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.8.2	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.8.4.	Provide the ability to identify and correct spelling errors in narrative that describes the activities that justify this supplement. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.1.11.9	Residential Care Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.1.11.9.1	The following must be addressed for the child in residential care:	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.PL.1.11.9.1.1.1	Describe the reasons for residential care	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.2	Identify the plan for services that will allow the youth to be placed in a less restrictive setting.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.3	If the youth is 10 years of age or over and is placed in a residential or institutional setting, the worker should document is Wraparound or Assisted Care efforts were made to prevent the custodial placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.4	If the youth under age 10 is placed in a residential or institutional setting, the worker must document the Wraparound or Assisted Care efforts made to prevent the custodial placement.	R.	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.5	If no services provided, explain why not	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.6	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.9.1.1.7	Provide the ability to identify and correct spelling errors in narrative that describes the treatment and services for a child in residential care. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PL.11.10	Caregiver Feedback Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.10.1	If a written statement from the foster parent/relative is not available, summarize the foster parent/.relative feedback	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.10.2	If the Placement is changing and there is information from the previous placement, pre-fill with that narrative and allow changes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PL.11.10.5	Provide the ability to identify and correct spelling errors in narrative that describes the feedback from caregiver. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	SWSS FAJ Comments Module				

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CO.4.1	The comments module must be available to any module that requires comments to be entered.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.2	The comments module must return to the calling module after the comments entered have been saved.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.3	The comments module must be available from the Main Menu.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.3.1	All comments can be viewed from the Main Menu.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.3.2	Case notes comments can be entered/updated from the Main Menu.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.4	There must be minimal word processing functions.	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.4.1	Spell check	R	Mary Ann Jensen	A	Pre-SEM
4.1.CO.4.4.1.1	Provide the ability to identify and correct spelling errors in narrative entered in the comments module. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Family Info Module</i>				
4.1.FI.1.2	Screen 2: There must be a screen to Update family information for a selected household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.1	Family (case) members in selected Household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.1.1	Ordered by Primary caretaker, secondary caretaker, remaining household members.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2	Reason for Care.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.1	Describe the event/incident that led to the child(ren)'s removal and placement.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.1.1	Narrative - Pre-fill with CPS 5 day packet question 11 and allow editing.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.FI.1.2.2.1.2	Enabled and required for removal household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.1.3	Provide the ability to identify and correct spelling errors in narrative that explains the incident that led to the children's removal and placement. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.2.2	Are there children remaining in the home?	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.2.1	Yes/No.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.2.1.1	Required for removal household, optional for others	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.2.2	Narrative entry to describe why they are safe and what services are being provided to ensure continued safety.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.2.2.1	Allow input and require narrative when there are children remaining in the removal household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.2.2.2	Provide the ability to identify and correct spelling errors in narrative describing why children remaining in the home are safe and what services are being provided to ensure safety. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.2.3	Are there prior CPS referrals, investigations, services and/or placement for this family?	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.3.1	Yes/No/Unknown.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.3.2	Narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.3.2.1	Required if answer is Yes	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.2.3.2.2	Provide the ability to identify and correct spelling errors in narrative that explains why some of the children have not been removed from the home.	R	Mary Ann Jensen	A	Changed from 1.2.2.4

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	(See Spelling check requirements at top of section 4.1.)				
4.1.FI.1.2.3	Adult Member's History.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.1	The following information must be provided regarding each adult member of the household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.1.1	Describe the family of origin for all adults in the household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.1.2	Describe any history of child abuse/neglect and/or placement experienced by the adult members.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.1.3	Describe how the adult's history has impacted his/her own parenting skills and the current situation.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.2	There must be an "Enter/Update Narrative" button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.3.3	Provide the ability to identify and correct spelling errors in narrative that describes the family history of the adults in the home. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.4	Adult Members' Add. Info.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.1	The following must be addressed regarding each adult in the household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.1.1	Describe other relevant information about the adult members of the household including any significant health issues, criminal history, intra-familial relationships, etc.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.1.2	Briefly summarize the adult(s) interaction with the child(ren) and with each other, if applicable.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.1.3	Describe the willingness and capacity of the adult(s) to change the situation that brought the child(ren) into foster care.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.FI.1.2.4.1.4	Pre-fill with narrative from the 5 day packet Q17 and Q10 and allow editing.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.2	There must be an “Enter/Update Narrative” button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.4.3	Provide the ability to identify and correct spelling errors in narrative that describes other relevant information about the adult members of the household. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.5	Initial Family Self Assessment.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1	The following must be addressed.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1.1	Describe the family’s reaction to 1) the event/removal and 2) the agency’s definition of the problem.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1.2	Describe the family’s definition of the problem.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1.3	Describe the family’s assessment of their functioning.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1.4	Describe what the family thinks would make things better.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.1.5	Describe the resources the family believes will help meet goals.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.2	There must be an “Enter/Update Narrative” button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.5.3	Provide the ability to identify and correct spelling errors in narrative that describes the family’s self assesment (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.6	Family Resources	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.6.1	The following must be addressed.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.6.1.1	Describe the kinship network resources that are available, or	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	potentially available, including the resources available from the surrounding community.				
4.1.FI.1.2.6.1.2	Include an assessment of the family's feelings of support from these resources.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.6.2	There must be an "Enter/Update Narrative" button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.6.3	Provide the ability to identify and correct spelling errors in narrative that describes the family's resources. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.7	Updated Family Self Assess.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.1	The following must be addressed.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.1.1	Describe the family's reaction to the agency's assessment of progress.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.1.2	Describe the progress the family feels has been made.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.1.3	Describe the family's feelings regarding their resources provided by the kinship network and the community.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.1.4	Describe any other resources the family feels they need to resolve the issues.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.2	There must be an "Enter/Update Narrative" button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.7.3	Provide the ability to identify and correct spelling errors in narrative that describes the family's updated self-assessment. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FI.1.2.8	Progress Updates	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.8.1	The following must be addressed.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.FI.1.2.8.1.1	Describe changes in the family since the child(ren) entered care.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.8.1.2	Describe any significant events in the family since the last service plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.8.2	There must be an “Enter/Update Narrative” button that, when selected, will pop-up a screen to enter narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FI.1.2.8.3	Provide the ability to identify and correct spelling errors in narrative that updates the family’s progress. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Family Assessment Module</i>				
4.1.FAN.1.2	Screen 2: There must be screens to score needs and strengths for a family...	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2	For the primary caretaker and secondary caretaker, the worker must select a value for each of the following factors:	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.1	If no secondary caretaker, do display secondary caretaker fields.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.2	For each item, allow entry of explanation of scoring.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.2.1	Provide the ability to identify and correct spelling errors in each narrative explanation of the scoring for each area assessed in items 4.1.FAN.1.2.2.3 through 4.1.FAN.1.2.2.16. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FAN.1.2.2.3	Emotional Stability Behavior.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.4	Parenting Skills.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.5	Substance Abuse.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.6	Sexual Abuse.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.7	Domestic Relations.	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.FAN.1.2.2.8	Social Support System.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.9	Communication/Interpersonal Skills.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.10	Housing.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.11	Intellectual Capacity.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.12	Literacy.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.13	Resource Availability/Management.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.14	Employment.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.15	Physical Health Issues.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FAN.1.2.2.16	Child Characteristics.	R	Mary Ann Jensen	A	Pre-SEM
	<i>SWSS FAJ Child Assessment of Needs and Strengths Module</i>				
4.1.CAN.1.2	There must be a screen to score needs and strengths for a child ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2	The worker must select a value for each of the following factors:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CN.1.2.2.1	For each item including 'unable to score', allow entry of explanation of scoring. Explanation must be entered when the item is scored	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1	Score following items for the children ages 0-3 years old:				
4.1.CAN.1.2.2.1.1.1	C1. Medical /Physical Health	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.1.1	Was there prenatal drug/alcohol exposure?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.1.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.1.2	Was child born prematurely?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.1.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.2	C2. Social/Emotional Development and Attachment	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CAN.1.2.2.1.1.3	C3. Cognitive/Intellectual Development	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1	C4. Sexual Behavior	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.4.1	Has the child been sexually abused?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.4.1.CAN.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.4.2	Does the child demonstrate sexually inappropriate behavior?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.4.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.5	C5. Physical/Motor Development	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.1.6	C6. Language/ Communication Skills	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2	Score following items for the Children Ages 4-9 years:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.1	C1. Medical/ Physical Health	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.1.1	Was there prenatal drug/alcohol exposure?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.1.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.2	C2. Mental Health and well-being	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.3	C3. Child Development	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.4	C4. Family and Kin/Fictive Kin Relationships/ Attachments	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.5	C5. Education	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.6	C6. Substance Use	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.7	C7. Sexual Behavior	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.7.1	Has the child been sexually abused?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.7.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CAN.1.2.2.1.2.7.2	Does the child demonstrate sexually inappropriate behavior?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.7.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.8	C8. Peer/Adult Social Relationships (Non Family)	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.2.9	C9. Cultural/Community Identity	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3	Score following items for the Children Ages 10-13 years:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.1	C1. Medical/ Physical Health	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.1.1	Was there prenatal drug/alcohol exposure?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.1.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.1.2	Is there a need for prenatal care?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.1.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.2	C2. Mental Health and well-being	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.3	C3. Family and Kin/Fictive Kin Relationships/ Attachments	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.4	C4. Education	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.5	C5. Substance Use	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.6	C6. Sexual Behavior	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.6.1	Has the child been sexually abused?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.6.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.6.2	Does the child demonstrate sexually inappropriate behavior?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.6.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.7	C7. Life Skills	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CAN.1.2.2.1.3.8	C8. Peer/Adult Social Relationships(Non Family)	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.3.9	C9. Cultural/Community Identity	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4	Score/ Complete following items for the Children Ages 14 years and older:	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.1	C1. Medical/ Physical Health	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.1.1	Was there prenatal drug/alcohol exposure?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.1.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.1.2	Is there a need for prenatal care?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.1.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.2	C2. Mental Health and well-being	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.3	C3. Family and Kin/Fictive Kin Relationships/ Attachments	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.4	C4. Education	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.5	C5. Substance Use	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.6	C5. Sexual Behavior	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.6.1	Has the child been sexually abused?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.6.1.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.6.2	Does the child demonstrate sexually inappropriate behavior?	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.6.2.1	Possible answers Yes/No/Unknown	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.7	C7. Life Skills	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.8	C8. Peer/Adult Social Relationships	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CAN.1.2.2.1.4.9	C9.Cultural/Community Identity	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.1.4.10	C10. Independent Living Services/Needs	R	Mary Ann Jensen	A	Pre-SEM
4.1.CAN.1.2.2.2	Provide the ability to identify and correct spelling errors in each narrative explanation of the scoring for each area in items 4.1.CAN.1.2.2.1.1.1 through 4.1.CAN.1.2.2.1.4.10. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Family Reunification Assessment Module</i>				
4.1.FRA.1.2	Screen 2: There must be a series of screens with the Reunification Assessment questions for the selected household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.2	CPS investigation/Preponderance of Evidence Incident This Period?	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.2.1	None, Non-preponderance of evidence, Preponderance of evidence, or Pending.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.2.2	After CPS has been implemented, this will be display only.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.3	Explanation of incident.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.3.1	Narrative	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.3.2	Display only after CPS has been implemented.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.3.3	Provide the ability to identify and correct spelling errors in the narrative explanation of the incident being investigated by CPS. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FRA.1.2.4	Individual Barrier Reduction:	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.4.1	List all barriers that were identified on the current Needs and Strengths Assessment and the one prior to the current. Eliminate duplication.	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.FRA.1.2.4.1.1	Substantial, Partial, Poor, Refused	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.4.2	Provide the ability to identify and correct spelling errors in the list of individual barriers to reducing the risk of subsequent harm if the child is returned home. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FRA.1.2.5	Overall Barrier Reduction:	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1	Has parent/caretaker made progress in addressing barriers that reduce the risk of subsequent harm if the child is returned home?	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.1	Allow for selection “1) Yes, caretaker(s) have substantially reduced barriers”, “2) Yes, caretaker(s) have made partial progress in reducing barriers”, “3) No, caretaker(s) progress is poor and barriers have not been reduced”, “4) No, caretaker(s) have refused service and barriers have not been reduced”...	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.3	If all individual barriers are not the same, pre-select based on the majority. Allow user to change.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.3.1	Display a message as to why the answer is suggested. “This section was pre-selected because either it reflects the majority of individual barriers or the scoring for 2 different barrier reduction levels is the same”.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.3.2	If the user changes the answer, display message “Are you sure you want to change the Overall Barrier Reduction?”	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.3.2.1	If the user selects ‘Yes’, allow mechanism for the user to enter an explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.3.2.2	Provide the ability to identify and correct spelling errors in the explanation for the change to the pre-selected assessment of level of progress toward	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Overall Barrier Reduction. (See Spelling check requirements at top of section 4.1.)				
4.1.FRA.1.2.5.1.4	If case of ties, pre-select the lower level of progress. Allow user to change.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.4.1	If the user changes the answer, display message “Are you sure you want to change the Overall Barrier Reduction?”	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.4.1.1	If the user selects ‘Yes’, allow mechanism for the user to enter an explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.5.1.4.1.2	Provide the ability to identify and correct spelling errors in the explanation for the change to the pre-selected assessment of level of progress toward Overall Barrier Reduction. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FRA.1.2.6	Parenting Time Assessment	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.1	This section only applies to child in out of home placement at any time during the reporting period.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.1.1	If child at home during the entire reporting period, display “Not required, child at home”.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.2	Compliance with parenting time plan	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.2.1	Allow user to select “Substantial”, “Partial”, “Poor”, or “Refused”	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.2.2	Allow user to enter narrative explanation for reason for their selection of the Parenting Time Compliance.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.6.2.2.1	Provide the ability to identify and correct spelling errors in the explanation for selection of the level of Parenting Time Compliance. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.FRA.1.2.9	Reunification Assessment Narrative	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.9.1	Describe the reasons for the assessment of individual barriers to reunification, the reasons for the assessment of overall barrier reduction, and the reasons for the assessment of the compliance with parenting time plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.9.1.1	This narrative prints as “Reunification Assessment Narrative”.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.9.1.2	Reunification Assessment is required.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.9.1.3	Provide the ability to identify and correct spelling errors in the Reunification Assessment Narrative. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.FRA.1.2.10	Policy Recommendation	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.10.7	Mechanism to Override the Policy recommendation.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.10.8	All overrides require an explanation.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.2.10.8.1	Provide the ability to identify and correct spelling errors in the explanation why the worker chose to override the Policy Recommendation regarding Family Reunification. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.FRA.1.3	Screen 3: There must be a screen to maintain Child specific recommendations for the children...	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.3.2	Mechanism to select a child and Update the recommendation for the court...	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.3.2.2	Narrative field	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.3.2.2.1	Pre-fill with narrative from previous child, if applicable.	R	Mary Ann Jensen	A	Pre-SEM
4.1.FRA.1.3.2.2.2	Provide the ability to identify and correct spelling errors in	R	Mary Ann Jensen	A	

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	the narrative update to the recommendation for the court. (See Spelling check requirements at top of section 4.1.)				
	<i>SWSS FAJ Safety Assessment Module</i>				
4.1.SA.1.2	Screen 2: There must be a screen to score the safety assessment for a family...	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.3	Has the caretaker been responsible for any of the following?:...	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.3.9	Require safety factor explanation if any of above items checked.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.3.9.1	Provide the ability to identify and correct spelling errors in the narrative explanation of the incident (s) by the caretaker affecting the child's safety factor. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.SA.1.2.3.10	If any of above items checked, then display "Caretaker has caused, or made a plausible threat to cause serious physical harm."	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.4	Do current circumstances suggest that child safety may be an immediate concern? If yes, explain. If no and there was serious or threatened harm, explain why it is not currently a factor.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.4.1	The user must select a value (YES/NO).	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.5	Explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.5.1	If Yes, require safety factor explanation. If No and any of the above items selected, require explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.5.2	Provide the ability to identify and correct spelling errors in the narrative explaining why the child's safety is, or is not, an immediate concern. (See Spelling check requirements at	R	Mary Ann Jensen	A	? same as previous

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	top of section 4.1.)				
4.1.SA.1.2.6	Has the caretaker been responsible for any of the following?: ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.6.8	Require safety factor explanation if any of above items checked.				
4.1.SA.1.2.6.9	If any of above items checked, then display "Caretaker has previously maltreated a child in their care."	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.7	Do current circumstances suggest that child safety may be an immediate concern if placement continues or if placement is made with the caretaker(s)? If yes, explain. If no and there was prior maltreatment, explain why it is not currently a safety factor.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.7.1	The user must select a value (YES/NO)	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.8	Allow for safety factor explanation.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.8.1	If Yes, require explanation. If No and any of the above items selected, require explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.8.2	Provide the ability to identify and correct spelling errors in the narrative explaining the child's safety factor. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.SA.1.2.9	For Items #3 through 15:	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.9.1	The user must select a value (YES/NO).	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.9.2	Explanation	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.9.2.1	If Yes, require safety factor explanation.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.2.9.2.2	Provide the ability to identify and correct spelling errors in the narrative explaining the child's safety factor in items #3 through 15 which follow. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.SA.1.2.9.3	3. Caretaker(s) failed to protect	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	children from serious physical		Jensen		
4.1.SA.1.3	Screen 3: There must be a screen to record the Safety Response-Protecting interventions.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.3.1	If any safety factors are marked Yes, the user must select at least one SAFETY RESPONSE-PROTECTING INTERVENTIONS	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.3.2	If all of the safety factors (1-15) are marked No, skip the Protecting Interventions screens and go to Safety Decision screen.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.3.2.1	For each intervention item selected, the user must enter comments in a comment field.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.3.2.1.1	Provide the ability to identify and correct spelling errors in the narrative explaining each safety response protecting intervention identified for the child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.SA.1.4	Screen 4: There must be a screen to record the Safety Decision.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1	For a safety assessment to be complete, there must be a SAFETY DECISION	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.1	A. Safe	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.1.1	System must select safe if all 15 safety factors are No.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.2	B. Safe with Services	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.2.1	System must select safe with services if at least one safety factor is Yes and at least one of safety responses 1 through 7 is checked.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.3	C. Unsafe	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.1.3.1	System must select safe with services if at least one safety factor is Yes and safety response 8 is checked.	R	Mary Ann Jensen	A	Pre-SEM

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4.1.SA.1.4.2	Mechanism to “Explain the differences if the safety decision is different for children in the family”.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.4.2.1	Provide the ability to identify and correct spelling errors in the narrative explaining the differences in the safety decision for the children in the family. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.1.5	Screen 5: There must be a screen to display all previous Safety factors if Safety Decision is Safe or Safe with Services.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.5.1	List of all previous safety factors that are no longer a safety factor.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.5.1.1	Explain why these safety factors are no longer a safety factor	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.5.1.1.1	Require narrative has been entered for each.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SA.1.5.1.1.2	Provide the ability to identify and correct spelling errors in the narrative explaining why the previous safety factors are no longer a safety factor. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Parent Agency Treatment Plan and Service Agreement Module</i>				
4.1.PATP.1.3	Screen 3: There must be a screen to display and maintain the services for household members.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1	There must be a mechanism to View a summary of all services for Member/Need.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1.1	For each service display: ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1.1.9	Service Status.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1.1.9.1	New, Unavailable, Refused, Continue, Complete.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1.1.9.2	If Service status is Unavailable or refused:	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.3.1.1.9.2.1	Explain the reasons why	R	Mary Ann	A	Pre-SEM

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	the services were not provided.		Jensen		
4.1.PATP.1.3.1.1.9.2.1.1	Provide the ability to identify and correct spelling errors in the narrative explaining why the services were not provided. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.4	Screen 4: There must be a screen to display and maintain the Client Action Steps for each service.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.4.1	The screen must consist of three areas for narrative entry.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.4.1.1	Collect Specific Objectives (clear, measurable and designed to resolve need.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.4.1.1.1	Provide the ability to identify and correct spelling errors in the narrative describing Specific Objectives. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.4.1.2	Collect Customer Activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.4.1.2.1	Provide the ability to identify and correct spelling errors in the narrative describing Customer Activities. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.4.1.3	Collect Expected Outcome.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.4.1.3.1	Provide the ability to identify and correct spelling errors in the narrative describing Expected Outcome. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.6	Screen 6: There must be a screen to display the Parent Activities not attached to a need/service (e.g. weekly drug screens, parent/teacher conferences, etc.).	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.6.1	Additional Parent Activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.6.1.1	Narrative.	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
			Jensen		
4.1.PATP.1.6.1.1.1	Provide the ability to identify and correct spelling errors in the narrative describing Additional Parent Activities. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.7	Screen 7: There must be a screen to display and maintain the Parenting Time plan for each household.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.7.1	Parenting time plan.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.7.1.1	Narrative.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.6.1.1.1	Provide the ability to identify and correct spelling errors in the narrative describing Parenting Time Plan. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.8	Screen 8: There must be a screen to display and maintain the Caregiver Activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1	Caregiver Activities	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1.1	Collect for the Child(ren).	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1.1.1	The caregiver activities, not tied to a need, must pre-fill the Child(ren) Narrative box with the following: ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1.1.1.6	The user must have the option to modify and/or add to these activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1.1.1.6.1	Provide the ability to identify and correct spelling errors in the narrative describing Caregiver Activities for the child(ren) not tied to a need i.e., Children Narrative Box. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.8.1.2	Collect for the Parent(s).	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.8.1.2.1	Provide the ability to identify	R	Mary Ann	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	and correct spelling errors in the narrative describing Caregiver Activities for the Parent(s). (See Spelling check requirements at top of section 4.1.)		Jensen		
4.1.PATP.1.9	Screen 9: There must be a screen to display and maintain the Foster Care Worker Activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1	Foster Care Worker Activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.1	Collect for the member referred, for each need. ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.1.1	The foster care worker activities, not tied to a need, must pre-fill the Child(ren) Narrative box with the following:	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.1.1.5	The user must have the option to modify and/or add to these activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.1.1.5.1	Provide the ability to identify and correct spelling errors in the narrative describing Foster Care Worker Activities for each need of each child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.9.1.2	Collect for each Foster parent, not tied to need. ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.2.1	The foster care worker activities, not tied to a need, must pre-fill the Parent(s) Narrative box with the following (Do not include if child(ren) are permanent wards):	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.2.1.5	The user must have the option to modify and/or add to these activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.2.1.5.1	Provide the ability to identify and correct spelling errors in the narrative describing Foster Care Worker Activities for each Foster Parent i.e., Relative/Other Narrative Box. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.PATP.1.9.1.3	Collect for each Foster care worker, not tied to need. ...	R	Mary Ann Jensen	A	Pre-SEM

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4.1.PATP.1.9.1.3.1	The foster care worker activities, not tied to a need, must pre-fill the Parent(s) Narrative box with the following:				
4.1.PATP.1.9.1.3.1.2	The user must have the option to modify and/or add to these activities.	R	Mary Ann Jensen	A	Pre-SEM
4.1.PATP.1.9.1.3.1.2.1	Provide the ability to identify and correct spelling errors in the narrative describing Foster Care Worker Activities for the Parent, not tied to a need i.e., Parent(s) Narrative Box. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Social Work Contacts Module</i>				
4.1.SW.1.1	There must be a “Contact Summary” main screen...	R	Mary Ann Jensen	A	Pre-SEM
4.1.SW.1.2.2.4	There must be two tabs: Contact Description and Contact Summary.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SW.1.2.3.1.18	A Contact Summary text box with the notation that the summary prints on Service Plans and Closing Summary.... ser7296	R	Mary Ann Jensen	A	Pre-SEM
4.1.SW.1.2.3.1.18.1	Provide the ability to identify and correct spelling errors in the Contact Summary textbox. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
4.1.SW.1.2.3.1.20	An additional information text box with the notation that this prints only on the Contact Notes report.	R	Mary Ann Jensen	A	Pre-SEM
4.1.SW.1.2.3.1.20.1	Provide the ability to identify and correct spelling errors in the Contact Notes textbox. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Initial Service Plan Module</i>				
4.1.ISP.1.1	Screen 1: There must be a screen to generate an Initial Service Plan ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.ISP.1.12	Provide the ability to add an	R	Mary Ann	A	

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	addendum to an approved service plan.		Jensen		
4.1.ISP.1.12.3	Provide the ability to enter information for this Service Plan report period in the format of a Narrative.	R	Mary Ann Jensen	A	
4.1.ISP.1.12.3.1	Provide the ability to identify and correct spelling errors in the Narrative of Additional Information or Changes for this Initial Service Plan report period. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Updated Service Plan Module</i>				
4.1.USP.1.1	Screen 1: There must be a screen to generate an Updated Service Plan ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.USP.1.1.12	Provide the ability to add an addendum to an approved service plan.	R	Mary Ann Jensen	A	
4.1.USP.1.1.12.3	Provide the ability to enter information for this Service Plan report period in the format of a Narrative.	R	Mary Ann Jensen	A	
4.1.USP.1.1.12.3.1	Provide the ability to identify and correct spelling errors in the Narrative of Additional Information or Changes for this Updated Service Plan report period. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	
	<i>SWSS FAJ Permanent Ward Service Plan Module</i>				
4.1.PWSP.1.1	Screen 1: There must be a screen to generate a PW Service Plan ...	R	Mary Ann Jensen	A	Pre-SEM
4.1.PWSP.1.1.11	Provide the ability to add an addendum to an approved service plan.	R	Mary Ann Jensen	A	
4.1.PWSP.1.1.11.3	Provide the ability to enter information for this Service Plan report period in the format of a Narrative.	R	Mary Ann Jensen	A	
4.1.PWSP.1.1.11.3.1	Provide the ability to identify and correct spelling errors in the Narrative of Additional	R	Mary Ann Jensen	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Information or Changes for this Permanent Ward Service Plan report period. (See Spelling check requirements at top of section 4.1.)				
	<i>SWSS Michigan Adoption Resource Exchange (M.A.R.E.) Module</i>				
4.1.MR.1.1	Conditions can be one of the options; None, Mild, Moderate, or Severe,	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2	“Child’s Health/Medical Status” Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.1	The following health “Child’s Health/Medical Status” Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.1.1	Physical. If option other than None is chosen then “Type” text box will appear.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.1.2	Emotional. If option other than None is chosen then “Therapy” (Y/N) question will pop up.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.1.3	Mental. If option other than None is chosen then “Type” text box will appear.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.1.4	Learning. If option other than None is chosen then “Type” text box will appear.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.2	Narrative section entered in text box: “List specific impairments (i.e., ADHD, Attachment disorder, medical/emotional/mental conditions)”.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.2.2.1	Provide the ability to identify and correct spelling errors in the Narrative of about any of the three questions about the child’s health conditions. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.3	“Legal” Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.3.1	Legal barrier to adoption (Y/N). If yes is selected then “parental appeal filed” (Y/N) and “Provide a brief explanation of the type of barrier to adoption” will appear. Comments will save unless	R	Mary Ann Jensen	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	answer changed to No.				
4.1.MR.1.2.2.3.1.1	Provide the ability to identify and correct spelling errors in the explanation of legal barrier to adoption. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.4	“Additional Information” Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.4.1.4	Consider Child for Out of State Adoption (Y/N). “Explain why child is not considered for Out of State adoption” text box will appear unless Yes option is selected..	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.4.1.4.1	Provide the ability to identify and correct spelling errors in the explanation of why child is not considered for Out of State adoption. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.5	“Child’s Personality” Tab	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.5.1	The following data items will be narratives entered into text boxes.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.5.1.1	Describe positive characteristics of child: strengths, likes, interests, and special talents.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.5.1.1.1	Provide the ability to identify and correct spelling errors in the Narrative describing the child’s positive characteristics. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.5.1.2	Describe any dislikes, limits, or behavioral concerns that the child may display in a family setting.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.5.1.2.1	Provide the ability to identify and correct spelling errors in the Narrative describing the dislikes, limits, or behavioral concerns that the child may display in a family setting. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.5.1.3	Give a positive quote or anecdote	R	Mary Ann	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	about this child.		Jensen		
4.1.MR.1.2.5.1.3.1	Provide the ability to identify and correct spelling errors in the Narrative giving a positive quote or anecdote about this child. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
4.1.MR.1.2.5.1.4	Briefly describe the child's history, risk factors that may need to be considered in a placement for the child, and any previous attempts at adoption.	R	Mary Ann Jensen	A	Pre-SEM
4.1.MR.1.2.5.1.4.1	Provide the ability to identify and correct spelling errors in the Narrative describing the child's history, risk factors that may need to be considered in a placement for the child, and any previous attempts at adoption. (See Spelling check requirements at top of section 4.1.)	R	Mary Ann Jensen	A	**Added
	<i>SWSS CPS Complaint Intake Module</i>				
4.1.INT.1	There must be a screen to record information from a complaint of child abuse and/or neglect.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.1	Provide the ability to enter text describing the allegations of abuse and/or neglect.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.1.1	Provide the ability to identify and correct spelling errors in the Intake Narrative of Allegations of Abuse and/or Neglect. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.2	Provide the ability to enter text for comments related to the source of the complaint.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.2.1	Provide the ability to identify and correct spelling errors in the Intake Comments related to the source of the complaint. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.INT.1.3	Prior to the supervisor taking action on the complaint, but after all information has been accumulated during the Intake Function, a preliminary investigation must be completed for any victim or sibling under 4 years old.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1	In a preliminary investigation, it must be reported whether or not the following steps were completed for each child under 4 years of age:	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.1	Perform File clearance to gain accurate information and to determine existence of a prior or current case record for the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.1.1	Provide the ability to enter text for comments related to completing the file clearance search for a prior or current case record.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.1.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a file clearance search for a prior or current case record. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.2	Perform Central Registry inquiry to identify past victims and perpetrators	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.2.1	Provide the ability to enter text for comments related to completing the Central Registry inquiry to identify past victims and perpetrators.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.2.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a Central Registry inquiry to identify past victims and perpetrators. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.3	Review of local office files to	R	Cynthia	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	determine the history and credibility of former complaints.		Eberhard		
4.1.INT.1.3.1.3.1	Provide the ability to enter text for comments related to completing the review of local office files to determine the history and credibility of former complaints.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.3.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a review of local office files to determine the history and credibility of former complaints. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.4	Consultation with local DHS professional staff to clarify relevant issues in the complaint.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.4.1	Provide the ability to enter text for comments related to completing the consultation with local DHS professional staff to clarify relevant issues in the complaint.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.4.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a consultation with local DHS professional staff to clarify relevant issues in the complaint. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.5	Consultation with DHS professional staff in other counties to review past history, if there are any indicators that the family may have CPS history in another county.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.5.1	Provide the ability to enter text for comments related to completing the consultation with DHS professional staff in other counties to review past history, if there are any indicators that the	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	family may have CPS history in another county.				
4.1.INT.1.3.1.5.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a consultation with DHS professional staff in other counties to review past history, if there are any indicators that the family may have CPS history in another county. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.6	Contact with other community agencies that have direct knowledge that is relevant to the issues in the complaint in order to assess the child's safety.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.6.1	Provide the ability to enter text for comments related to completing the contact with other community agencies that have direct knowledge that is relevant to the issues in the complaint in order to assess the child's safety.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.6.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a contact with other community agencies that have direct knowledge that is relevant to the issues in the complaint in order to assess the child's safety. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.7	Any other collateral contacts that may be indicated by the complainant as a corroborative or supplemental source who has knowledge that is relevant to the issues in the complaint in order to assess the child's safety.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.7.1	Provide the ability to enter text for comments related to completing any other collateral contacts that may be indicated by	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	the complainant as a corroborative or supplemental source who has knowledge that is relevant to the issues in the complaint in order to assess the child's safety.				
4.1.INT.1.3.1.7.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing any other collateral contacts that may be indicated by the complainant as a corroborative or supplemental source who has knowledge that is relevant to the issues in the complaint in order to assess the child's safety. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.3.1.8	Criminal history check on all persons potentially responsible for the child's health and welfare for all sexual abuse, serious physical abuse and/or domestic violence allegations.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.8.1	Provide the ability to enter text for comments related to completing a criminal history check on all persons potentially responsible for the child's health and welfare for all sexual abuse, serious physical abuse and/or domestic violence allegations.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INT.1.3.1.8.2	Provide the ability to identify and correct spelling errors in the Intake Preliminary Investigation Comments related to completing a criminal history check on all persons potentially responsible for the child's health and welfare for all sexual abuse, serious physical abuse and/or domestic violence allegations. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INT.1.4	Provide the ability to enter text for comments by the supervisor	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	determining the action to take on the complaint.				
4.1.INT.1.4.1	Provide the ability to identify and correct spelling errors in the Intake Supervisor Action Comments related to the action to be taken on the complaint. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS Investigation Module</i>				
4.1.ONG.1	There must be a screen to record information from an investigation of the child abuse and/or neglect.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1	Provide the ability to enter text describing any history of prior complaints of abuse and/or neglect.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.1	Provide the ability to identify and correct spelling errors in the Investigation narrative describing any history of prior complaints of abuse and/or Neglect. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.2	Provide the ability to enter additional text describing any trends in the history of prior complaints of abuse and/or neglect.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.2.1	Provide the ability to identify and correct spelling errors in the Investigation additional narrative describing any trends in the history of prior complaints of Abuse and/or Neglect. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.3	Provide the ability to enter narrative text describing safety factors for each of the questions in the Safety Assessment for the caretakers and children.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.3.1	Provide the ability to identify and correct spelling errors in the Investigation Safety	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Assessment narrative describing safety factors for each of the questions in the Safety Assessment for the caretakers and children. (See Spelling check requirements at top of section 4.1.)				
4.1.INV.1.4	Provide the ability to evaluate the level of risk of abuse or neglect in the household for the following risk factors:	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.1	Primary caretaker is unable/unwilling to control impulses?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.1.1	Provide the ability to enter narrative text describing whether the primary caretaker is unable/unwilling to control impulses	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.1.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker is unable/unwilling to control impulses. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.2	Primary caretaker currently has a mental health problem?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.2.1	Provide the ability to enter narrative text describing whether the primary caretaker currently has a mental health problem.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.2.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker currently has a mental health problem. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.3	Primary caretaker involved in harmful relationships?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.3.1	Provide the ability to enter narrative text describing whether the primary caretaker is involved in harmful relationships.	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.INV.1.4.3.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker is involved in harmful relationships. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.4	Primary caretaker currently has a substance abuse problem?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.4.1	Provide the ability to enter narrative text describing whether the primary caretaker currently has a substance abuse problem.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.4.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker currently has a substance abuse problem. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.5	Primary caretaker provides inadequate physical care and/or inadequate supervision of child?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.5.1	Provide the ability to enter narrative text describing whether the primary caretaker provides inadequate physical care and/or inadequate supervision of child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.5.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker provides inadequate physical care and/or inadequate supervision of child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.6	Primary caretaker able to put child needs ahead of own?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.6.1	Provide the ability to enter narrative text describing whether the primary caretaker able to put child needs ahead of own.	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.INV.1.4.6.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker able to put child needs ahead of own. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.7	Primary caretaker's social support?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.7.1	Provide the ability to enter narrative text describing whether the primary caretaker's social support.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.7.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker has social support. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.8	Primary caretaker views incident less seriously than agency?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.8.1	Provide the ability to enter narrative text describing whether the primary caretaker views incident less seriously than agency.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.8.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary caretaker views incident less seriously than agency. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.9	Either caretaker abused and/or neglected as a child?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.9.1	Provide the ability to enter narrative text describing whether the either caretaker abused and/or neglected as a child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.9.2	Provide the ability to identify and correct spelling errors in the Investigation Risk	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Assessment narrative describing whether the either caretaker abused and/or neglected as a child. (See Spelling check requirements at top of section 4.1.)				
4.1.INV.1.4.10	Either caretaker is domineering, and/or employs excessive and/or inappropriate discipline?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.10.1	Provide the ability to enter narrative text describing whether either caretaker is domineering, and/or employs excessive and/or inappropriate discipline needs ahead of own.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.10.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the either caretaker is domineering, and/or employs excessive and/or inappropriate discipline. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.11	Either caretaker has current, or a history, of domestic violence?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.11.1	Provide the ability to enter narrative text describing whether either caretaker has current, or a history, of domestic violence.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.11.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether either caretaker has current, or a history, of domestic violence. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.12	All caretakers are motivated to improve parenting skills?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.12.1	Provide the ability to enter narrative text describing whether all caretakers are motivated to improve parenting skills.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.12.2	Provide the ability to identify	R	Cynthia	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	and correct spelling errors in the Investigation Risk Assessment narrative describing whether all caretakers are motivated to improve parenting skills. (See Spelling check requirements at top of section 4.1.)		Eberhard		
4.1.INV.1.4.13	Secondary caretaker has low self esteem?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.13.1	Provide the ability to enter narrative text describing whether the secondary caretaker has low self esteem.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.13.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the primary secondary caretaker has low self esteem. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.14	A child in the home has a developmental disability, history of delinquency, mental health problem, and or behavioral problem?	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.14.1	Provide the ability to enter narrative text describing whether a child in the home has a developmental disability, history of delinquency, mental health problem, and or behavioral problem.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.14.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether a child in the home has a developmental disability, history of delinquency, mental health problem, and or behavioral problem. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.4.15	Family is homeless or children are unsafe due to housing	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	conditions?				
4.1.INV.1.4.15.1	Provide the ability to enter narrative text describing whether the family is homeless or children are unsafe due to housing conditions.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.4.15.2	Provide the ability to identify and correct spelling errors in the Investigation Risk Assessment narrative describing whether the family is homeless or children are unsafe due to housing conditions. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5	Provide the ability to perform a Family Assessment of Needs and Strengths (FANS) by rating the following criteria for each adult in the household:	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.1	Evaluate the emotional stability of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.1.1	Provide the ability to enter narrative text explaining the evaluation of the emotional stability of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.1.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining of the evaluation of the emotional stability of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.2	Evaluate the parenting skills of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.2.1	Provide the ability to enter narrative text explaining the evaluation of the parenting skills of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.2.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the parenting skills of each adult in the household. (See Spelling	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	check requirements at top of section 4.1.)				
4.1.INV.1.5.3	Evaluate the substance abuse of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.3.1	Provide the ability to enter narrative text explaining the evaluation of the substance abuse of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.3.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the substance abuse of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.4	Evaluate the domestic relations of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.4.1	Provide the ability to enter narrative text explaining the evaluation of the domestic relations of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.4.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the domestic relations of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.5	Evaluate the social and kinship support system of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.5.1	Provide the ability to enter narrative text explaining the evaluation of the social and kinship support system of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.5.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the social and kinship support system of each adult in the household. (See Spelling check	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	requirements at top of section 4.1.)				
4.1.INV.1.5.6	Evaluate the communication and interpersonal skills of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.6.1	Provide the ability to enter narrative text explaining the evaluation of the communication and interpersonal skills of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.6.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the communication and interpersonal skills of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.7	Evaluate the literacy of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.7.1	Provide the ability to enter narrative text explaining the evaluation of the literacy of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.7.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the literacy of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.8	Evaluate the intellectual capacity of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.8.1	Provide the ability to enter narrative text explaining the evaluation of the intellectual capacity of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.8.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the intellectual capacity of each adult in the household. (See	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Spelling check requirements at top of section 4.1.)				
4.1.INV.1.5.9	Evaluate the employment of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.9.1	Provide the ability to enter narrative text explaining the evaluation of the employment system of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.9.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the employment of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.10	Evaluate the physical health issues of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.10.1	Provide the ability to enter narrative text explaining the evaluation of the physical health issues of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.10.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the physical health issues of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.11	Evaluate the resource availability and management of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.11.1	Provide the ability to enter narrative text explaining the evaluation of the resource availability and management of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.11.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the resource availability and	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	management of each adult in the household. (See Spelling check requirements at top of section 4.1.)				
4.1.INV.1.5.12	Evaluate the housing of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.12.1	Provide the ability to enter narrative text explaining the evaluation of the housing of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.12.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the housing of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.5.13	Evaluate the sexual abuse of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.13.1	Provide the ability to enter narrative text explaining the evaluation of the sexual abuse of each adult in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.5.13.2	Provide the ability to identify and correct spelling errors in the Family Assessment of Needs and Strengths narrative explaining the evaluation of the sexual abuse of each adult in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.6	Provide the ability to perform a Child Assessment of Needs and Strengths (CANS) by rating the following criteria for each child in the household:	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.1	Evaluate the medical/physical health of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.1.1	Provide the ability to enter narrative text explaining the evaluation of the medical/physical health of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.1.2	Provide the ability to identify	R	Cynthia	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	and correct spelling errors in the Child Assessment of Needs and Strengths narrative explaining of the evaluation of the medical/physical health of each child in the household. (See Spelling check requirements at top of section 4.1.)		Eberhard		
4.1.INV.1.6.2	Evaluate the mental health and well-being of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.2.1	Provide the ability to enter narrative text explaining the mental health and well-being of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.2.2	Provide the ability to identify and correct spelling errors in the Child Assessment of Needs and Strengths narrative explaining the evaluation of the mental health and well-being of each child in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.6.3	Evaluate the education of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.3.1	Provide the ability to enter narrative text explaining the evaluation of the education of each child in the household.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.6.3.2	Provide the ability to identify and correct spelling errors in the Child Assessment of Needs and Strengths narrative explaining the evaluation of the education of each child in the household. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.7	Provide the ability to enter information about activities performed during investigation in response to the complaint	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.7.1	Provide the ability to enter narrative text about whether an assessment was performed of law enforcement information	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	obtained.				
4.1.INV.1.7.1.1	Provide the ability to identify and correct spelling errors in the Investigation Complaint Response narrative explaining whether an assessment was performed of law enforcement information obtained. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.7.2	Provide the ability to enter narrative text about why a medical examination was not obtained.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.7.2.1	Provide the ability to identify and correct spelling errors in the Investigation Complaint Response narrative explaining why a medical examination was not obtained. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.7.3	Provide the ability to enter comments about each contact the worker had with a person relevant to the case.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.7.3.1	Provide the ability to identify and correct spelling errors in the Investigation Complaint Response Social Work Contacts comments about each contact the worker had with a person relevant to the case. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.7.4	Provide the ability to enter comments about the results of checking on previous addresses when interviewing parent or guardian.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.7.4.1	Provide the ability to identify and correct spelling errors in the Investigation Complaint Response Address History comments about the results of checking on previous addresses when interviewing parent or guardian. (See Spelling check requirements at top of section	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	4.1.)				
4.1.INV.1.8	Provide the ability to enter information about activities performed during disposition of the investigation.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.8.1	Provide the ability to enter narrative text about the findings that result from completing the investigation.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.8.1.1	Provide the ability to identify and correct spelling errors in the Investigation Disposition narrative explaining the findings that result from completing the investigation. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.8.2	Provide the ability to enter narrative text for the following Early On Referral information for any child under three at the disposition of the investigation.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.8.2.1	Provide the ability to enter narrative text describing where the child currently resides.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.8.2.1.1	Provide the ability to identify and correct spelling errors in the Investigation Disposition Early On Referral narrative describing where the child currently resides. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.8.2.2	Provide the ability to enter narrative text describing developmental concerns for the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.8.2.2.1	Provide the ability to identify and correct spelling errors in the Investigation Disposition Early On Referral narrative describing developmental concerns for the child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.8.2.3	Provide the ability to enter narrative text describing possible medical concerns for the child.	R	Cynthia Eberhard	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.INV.1.8.2.3.1	Provide the ability to identify and correct spelling errors in the Investigation Disposition Early On Referral narrative describing possible medical concerns for the child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.9	Provide the ability to override the category (severity) of abuse/neglect and/or the rating of the risk to the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.9.1	Provide the ability to enter narrative text explaining the change of category from a rating of 1 (most severe finding of abuse or neglect) or 2. (next most severe finding of abuse or neglect).	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.9.1.1	Provide the ability to identify and correct spelling errors in the Investigation Category Risk Override narrative explaining the reasons for a change of category from a rating of 1 (most severe finding of abuse or neglect) or 2 (next most severe finding of abuse or neglect). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.9.2	Provide the ability to enter narrative text explaining the reason chosen for changing the risk to the child to intensive.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.9.2.1	Provide the ability to identify and correct spelling errors in the Investigation Category Risk Override narrative explaining the reason for a change of risk for the child to intensive. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.10	Provide the ability to the supervisor approve the worker's Investigation Report or to indicate the Report needs corrections.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.10.1	Provide the ability for the	R	Cynthia	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	supervisor to enter narrative text explaining the approval or non-approval of the worker's Investigation Report.		Eberhard		
4.1.INV.1.10.1.1	Provide the ability to identify and correct spelling errors in the Investigation Supervisor Approval narrative explaining the approval or non-approval of the worker's Investigation Report. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.INV.1.10.2	Provide the ability for the supervisor to enter any comments pertaining to the review of the case i.e., Case Read.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INV.1.10.2.1	Provide the ability to identify and correct spelling errors in the Investigation Supervisor Approval Case Read pertaining to the review of the case. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS On-going Services Module</i>				
4.1.ONG.1	There must be a screen to record information on the ongoing monitoring of the family and the services provided.				
4.1.ONG.1.1	Provide the ability to re-assess the level of risk of abuse or neglect for the household for the following risk factors:	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.1	Primary caretaker is unable/unwilling to control impulses?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.1.1	Provide the ability to enter narrative text describing whether the primary caretaker is unable/unwilling to control impulses	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.1.2	Provide the ability to identify and correct spelling errors in the On-going Services Risk Re-Assessment narrative describing whether the primary caretaker is unable/unwilling to control impulses. (See Spelling	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	check requirements at top of section 4.1.)				
4.1.ONG.1.1.2	Primary caretaker experiencing domestic relationship problems?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.2.1	Provide the ability to enter narrative text describing whether the primary caretaker experiencing domestic relationship problems.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.2.2	Provide the ability to identify and correct spelling errors in the On-going Services Risk Re-Assessment narrative describing whether the primary caretaker experiencing domestic relationship problems. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.1.3	Primary caretaker provides inadequate physical care and/or inadequate supervision of child?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.3.1	Provide the ability to enter narrative text describing whether the primary caretaker provides inadequate physical care and/or inadequate supervision of child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.3.2	Provide the ability to identify and correct spelling errors in the On-going Services Risk Re-Assessment narrative describing whether the primary caretaker provides inadequate physical care and/or inadequate supervision of child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.1.4	Primary caretaker's progress in service plan and reduction of prioritized needs?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.4.1	Provide the ability to enter narrative text describing the primary caretaker's progress in service plan and reduction of prioritized needs.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.4.2	Provide the ability to identify and correct spelling errors in the On-Going Services Risk Re-Assessment narrative	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	describing the primary caretaker's progress in service plan and reduction of prioritized needs. (See Spelling check requirements at top of section 4.1.)				
4.1.ONG.1.1.5	Primary caretaker has a current substance abuse problem?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.5.1	Provide the ability to enter narrative text describing whether the primary caretaker has a current substance abuse problem.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.5.2	Provide the ability to identify and correct spelling errors in the On-going Services Risk Re-Assessment narrative describing whether the primary caretaker has a current substance abuse problem. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.1.6	Secondary caretaker's progress in service plan and reduction of prioritized needs?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.6.1	Provide the ability to enter narrative text describing the secondary caretaker's progress in service plan and reduction of prioritized needs.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.6.2	Provide the ability to identify and correct spelling errors in the On-Going Services Risk Re-Assessment narrative describing the secondary caretaker's progress in service plan and reduction of prioritized needs. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.1.7	Family is homeless or housing is physically unsafe?	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.7.1	Provide the ability to enter narrative text describing whether the family is homeless or housing is physically unsafe.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.1.7.2	Provide the ability to identify and correct spelling errors in the On-going Services Risk Re-Assessment narrative	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	describing whether the family is homeless or housing is physically unsafe. (See Spelling check requirements at top of section 4.1.)				
4.1.ONG.1.2	Provide the ability to escalate the category (severity) of abuse/neglect and/or override the rating of the risk to the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.2.1	Provide the ability to enter narrative text explaining the escalation of category to a rating of 1 (most severe finding of abuse or neglect) or 2 (next most severe finding of abuse or neglect).	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.2.1.1	Provide the ability to identify and correct spelling errors in the On-Going Services Escalate Category narrative explaining the reasons for escalation of category to a rating of 1 (most severe finding of abuse or neglect) or 2 (next most severe finding of abuse or neglect). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.3.	Provide the ability for the supervisor to enter comments when reviewing the selected Updated Service Plan (USP) for approval or revision.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.3.1	Provide the ability to identify and correct spelling errors in the On-Going Services View/Update USP narrative containing comments by the supervisor of the review of the Updated Service Plan for approval or revision. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.4	Provide the ability for the supervisor to enter comments that are recommendations for the selected USP being reviewed for approval.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.4.1.	Provide the ability to identify and correct spelling errors in	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	the On-Going Services USP Recommendations narrative for the supervisor to enter comments that are recommendations for the selected USP being reviewed for approval. (See Spelling check requirements at top of section 4.1.)				
4.1.ONG.1.5	Provide the ability for the worker to enter comments that are recommendations for the selected case to be reviewed for closure.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.5.1.	Provide the ability to identify and correct spelling errors in the On-Going Services, Case Recommendations narrative for the worker to enter comments that are recommendations for the selected case to be reviewed for closure. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.ONG.1.6.	Provide the ability for the supervisor to enter comments when reviewing the selected case for approval of closing or revision before closing.	R	Cynthia Eberhard	A	Pre-SEM
4.1.ONG.1.6.1	Provide the ability to identify and correct spelling errors in the On-Going Services Case Closing narrative entered by the supervisor during review of the case closing for approval or revision. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS Safety Alerts Module</i>				
4.1.SA.1	There must be a screen to record information on conditions in the household that might affect the safety of the services worker.				
4.1.SA.1.1	Provide the ability to enter comments describing additional safety alerts.	R	Cynthia Eberhard	A	Pre-SEM
4.1.SA.1.1.1	Provide the ability to identify and correct spelling errors in the Safety Alerts, Additional Safety Alerts narrative	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	describing additional safety alerts. (See Spelling check requirements at top of section 4.1.)				
	<i>SWSS CPS Case Reports Module</i>				
4.1.CR.1	There must be a screen to record and print information in the form of reports, legal petitions, and letters.				
4.1.CR.1.1	Provide the ability to create a letter to be sent to a source of the abuse/neglect complaint.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.1.1	Provide the ability to enter additional comments to be included in the Source Notification letter.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.1.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Source Notification Letter narrative describing additional comments to be included in the Source Notification letter. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.2	Provide the ability to create a letter to be sent to a perpetrator of the abuse/neglect notifying him/her that he/she is being placed on the Central Registry.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.2.1	Provide the ability to enter additional comments, in the form of dates, in the Perpetrator Notification letter if the worker indicated there are dates of previous instances of abuse/neglect by this perpetrator.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.2.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Perpetrator Notification Letter narrative providing dates of previous instances of abuse/neglect by this perpetrator to be included in the Perpetrator Notification letter. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
4.1.CR.1.3	Provide the ability to enter information about a Native American child's biological family history as part of the Form DHS120 North American Indian Child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.3.1	Provide the ability to enter the name of the relative that is not a member of the complaint.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.3.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Form DHS120 North American Indian Child, name of the relative that is not a member of the complaint. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.3.2	Provide the ability to enter the place of birth of the relative of the Native American child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.3.2.1	Provide the ability to identify and correct spelling errors in the Case Reports, Form DHS120 North American Indian Child, the place of birth of the relative of the Native American child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.3.3	Provide the ability to enter the place of death of the relative of the Native American child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.3.3.1	Provide the ability to identify and correct spelling errors in the Case Reports, Form DHS120 North American Indian Child, the place of death of the relative of the Native American child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.4	Provide the ability to enter a brief description of alleged abuse and possible witnesses in the Law Enforcement Notification (LEN) summary in the form of a narrative.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.4.1	Provide the ability to identify	R	Cynthia	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	and correct spelling errors in the Case Reports, Law Enforcement Notification (LEN), narrative description of alleged abuse and possible witnesses. (See Spelling check requirements at top of section 4.1.)		Eberhard		
4.1.CR.1.5	Provide the ability to enter parental/guardian information on the Juvenile Court Petition (JC01).	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.1	Provide the ability to enter co-defendant(s) names(s), alias(es), DOB(s) in a narrative box.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of co-defendant(s) names(s), alias(es), DOB(s). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.5.2	Provide the ability to enter place of divorce for the parent or guardian selected.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.2.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of place of divorce for the parent or guardian selected. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.5.3	Provide the ability to enter names of Tribes if the parent is a member of, or eligible for membership in, an American Indian Tribe or Band.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.3.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of names of Tribes if the parent is a member of, or eligible for membership in, an American Indian Tribe or	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	Band. (See Spelling check requirements at top of section 4.1.)				
4.1.CR.1.5.4	Provide the ability to enter name and relationship of the person with custody of the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.4.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of name and relationship of the person with custody of the child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.5.5	Provide the ability to enter name and relationship of the person the child is living with if other than parent(s)/stepparent(s).	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.5.	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of name and relationship of the person the child is living with if other than parent(s)/stepparent(s). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.5.6	Provide the ability to enter Citations and Allegations i.e., the reason why the court intervention is needed.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.5.6.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC01), narrative of Citations and Allegations i.e., the reason why the court intervention is needed. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.6	Provide the ability to enter pertinent Juvenile Court Petition (JC04) information to the request for removal of the child from the home.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.6.1	Provide the ability to enter	R	Cynthia	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	narrative of Citations and Allegations i.e., the reason why the court intervention is needed.		Eberhard		
4.1.CR.1.6.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC04), narrative of Citations and Allegations i.e., the reason why the child should be removed from the home. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.6.2	Provide the ability to enter narrative describing why it is (or is not) contrary to the child's welfare to remain in the home.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.6.2.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC04), narrative describing why it is (or is not) contrary to the child's welfare to remain in the home. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.6.3	Provide the ability to enter narrative describing whether reasonable efforts have (or have not) been made by the Department and/or others to prevent removal.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.6.3.1	Provide the ability to identify and correct spelling errors in the Case Reports, Juvenile Court Petition (JC04), narrative describing whether reasonable efforts have (or have not) been made by the Department and/or others to prevent removal. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.6.4	Provide the ability to enter narrative describing legal comments that are subsequent to the petition hearing.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.6.4.1	Provide the ability to identify	R	Cynthia	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	and correct spelling errors in the Case Reports, Juvenile Court Petition (JC04), narrative describing legal comments that are subsequent to the petition hearing. (See Spelling check requirements at top of section 4.1.)		Eberhard		
4.1.CR.1.7	Provide the ability to enter pertinent Locate Absent Parent (JC83) information to the court on the efforts made to locate an absent parent	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.1	Provide the ability to enter narrative of where directory assistance was contacted.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.1.1	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of where directory assistance was contacted. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.7.2	Provide the ability to enter narrative of names of known relative or friends of the absent parent who were interviewed.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.2.1	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of names of known relative or friends of the absent parent who were interviewed. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.7.3	Provide the ability to enter narrative of information received from Friend of the Court for the selected county.	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.3.1	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of information received from Friend of the Court for the selected county.	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	(See Spelling check requirements at top of section 4.1.)				
4.1.CR.1.7.4	Provide the ability to enter narrative of last known address of absent parent (for purpose of serving notice).	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.4.1	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of last known address of absent parent (for purpose of serving notice). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.7.5	Provide the ability to enter narrative of address of last known employer (for purpose of serving notice).	R	Cynthia Eberhard	A	Pre-SEM
4.1.CR.1.7.5.1	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of address of last known employer (for purpose of serving notice). (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.CR.1.7.6	Provide the ability to enter narrative of other attempts made to locate the absent parent.	R	Cynthia Eberhard	A	Pre-SEM
	Provide the ability to identify and correct spelling errors in the Case Reports, Locate Absent Parent (JC83), narrative of other attempts made to locate the absent parent. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS Information Call Module</i>				
4.1.INF.1	There must be a screen to enter comments about a call to Child Protective Services requesting information only.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.1.	Provide the ability to identify and correct spelling errors in	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	the Information Call comments about a call to Child Protective Services requesting information only. (See Spelling check requirements at top of section 4.1.)				
	<i>SWSS CPS Transfer to Foster Care Module</i>				
4.1.TFC.1	There must be a screen to enter information about the transfer of a child from Protective Services to Foster Care.	R	Cynthia Eberhard	A	Pre-SEM
4.1.TFC.1.1.	Provide the ability to enter comments about the recommended placement.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.1.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care comments about the recommended placement. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.TFC.1.2.	Provide the ability to enter information about the needs of the child in preparation for transfer.	R	Cynthia Eberhard	A	Pre-SEM
4.1.TFC.1.2.1	Provide the ability to enter comments describing the child's physical and emotional state at the time of placement.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.2.1.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care, Needs/Services comments describing the child's physical and emotional state at the time of placement. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.TFC.1.2.2	Provide the ability to enter comments describing the child's medicine and/or special medical instructions for foster parents.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.2.2.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care, Needs/Services comments describing the child's medicine and/or special medical	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	instructions for foster parents. (See Spelling check requirements at top of section 4.1.)				
4.1.TFC.1.2.3	Provide the ability to enter comments describing the child's immediate needs and significant services to be provided to meet those needs.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.2.3.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care, Needs/Services comments describing the child's immediate needs and significant services to be provided to meet those needs. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.TFC.1.2.4	Provide the ability to enter comments describing the child's and parent(s) preparation for placement of the child.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.2.4.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care, Needs/Services comments describing the child's and parent(s) preparation for placement of the child. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.TFC.1.3	Provide the ability to enter supervisor comments when supervisor action is required on the request for transfer.	R	Cynthia Eberhard	A	Pre-SEM
4.1.INF.1.3.1	Provide the ability to identify and correct spelling errors in the Transfer to Foster Care, CPS Supervisor Action comments when supervisor action is required on the request for transfer. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS Override Case Assignment Module</i>				
4.1.OCA.1	There must be a screen to record	R	Cynthia	A	Pre-SEM

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	information about the change in worker assigned to the CPS case.		Eberhard		
4.1.OCA.1.1.	Provide the ability to enter comments explaining the reasons for overriding the assignment of the case.	R	Cynthia Eberhard	A	Pre-SEM
4.1.OCA.1.1.1	Provide the ability to identify and correct spelling errors in the Override Case Assignment comments explaining the reasons for overriding the assignment of the case. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
	<i>SWSS CPS Exception Request Module</i>				
4.1.EX.1	There must be a screen to enter information about request for exception from standard policy or procedures.	R	Cynthia Eberhard	A	Pre-SEM
4.1.EX.1.1	Provide the ability to enter the worker's comments explaining the reasons for requesting the exception from the selected policy or procedure.	R	Cynthia Eberhard	A	Pre-SEM
4.1.EX.1.1.1	Provide the ability to identify and correct spelling errors in the Exception Request worker's comments explaining the reasons for requesting the exception from the selected policy or procedure. (See Spelling check requirements at top of section 4.1.)	R	Cynthia Eberhard	A	
4.1.EX.1.2	Provide the ability to enter supervisor's comments explaining the reasons for approving or denying the request for exception from the selected policy or procedure.	R	Cynthia Eberhard	A	Pre-SEM
4.1.EX.1.2.1	Provide the ability to identify and correct spelling errors in the Exception Request supervisor's comments explaining the reasons for approving or denying the request for exception from the selected policy or procedure. (See Spelling check	R	Cynthia Eberhard	A	

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date
	requirements at top of section 4.1.)				
	<i>SWSS CPS Comments Module i.e., Supervisor Notes</i>				
4.1.SN.1	There must be a screen to enter supervisor comments/notes about the case.	R	Cynthia Eberhard	A	Pre-SEM
4.1.SN.1.1	Provide the ability to identify and correct spelling errors in the supervisor comments/notes about the case.	R	Cynthia Eberhard	A	

4.2 Input and Output Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.3 Performance Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.4 User Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.5 System Interface Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.6 Communication Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.7 Computer Security and Access Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.8 Backup and Recovery Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

4.9 Preliminary Implementation Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5. System Test Requirements

5.1 Testing Techniques

"Click [HERE](#) and Type"

5.2 Test Phases

"Click [HERE](#) and Type"

5.3 Test Environments Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

5.4 Acceptance Test Requirements

Req. No.	Detailed Requirement	Priority	Requestor	Status	Status Date

6. Functional Baseline

"Click [HERE](#) and Type"

Approval Information

The signatures relay an understanding of the purpose and content of the document by those endorsing it.

☐ Approve

☐ Approve with Modifications

☐ Reject

Comments:

"Click **HERE** and Type"

	Name / Title	Initial Signoff	Date	Final Signoff	Date
Client Sponsor	Mary Ann Jensen, DHS Services Program Office Lead Cynthia Eberhard, DHS Services Program Office CPS Lead				
DIT Sponsor	Dan Klodt, Services Area Manager				
Project Manager	Steve Redman, Supervisor SWSS Team				